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| *Name of Group* | Dorchester Secondary Staff & Principal |
| *Meeting Details* | Wednesday, September 8, 2010  1:30-3:30  Media Center |
| *Goals for Meeting* | 1. Introduce the year’s professional development plan. 2. Establish instructional observation/reflection tool indicators 3. Set individual goals based on the protocol. |

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| ***What & Why*** | ***How*** |
| Group Recorders | *Get 1 person from each table to record on wiki?* [*http://esu6dorchester.wikispaces.com/Observation+Protocol*](http://esu6dorchester.wikispaces.com/Observation+Protocol) |
| Debrief Day (3 min) – Jen   * to acknowledge day’s events/emotions | ***? see if necessary*** |
| Introduce Goals & PD Plan (10 min) – Mitch, Jen   * to set context * **Goal #1** | * Introduce 3 overarching goals: To improve student engagement and achievement, we will…   + Engage more students more often using active learning strategies   + Engage students at higher levels of thinking   + Differentiate instruction for student readiness and interest (content, process, product) * Explain year’s plan:   + Guskey (2000), best PD is job-embedded, intentional, ongoing   + Model of PD that involves common language of instruction through basic tool (observation protocol) for     - self-reflection (video, ~instructional rounds)     - external feedback (principal walkthroughs)   + Evidence, embedded activities, early-out schedule, topics, goal-based lit study |
| Review Session Goals (<5 min) – Jen   * To set context * **Goal #1** | Jen share session goals (ppt?) |
| Review instructional video (15 min) – Jen   * to focus on instruction * **Goal #2** | 1. Prompt teachers: Watch this short video with attention to the teacher actions. Pay special attention to what contributed to (or hindered) an engaging and effective learning episode. (Effective—students actually learned!) 2. Play video: <http://teachinghistorysmysteries.blogspot.com/2009/07/jerry-seinfeld-snl-skit-every-history.html> 3. Table discussion (5 min) 4. Share out w/ interaction sequence, Jen scribe (wiki)   *Mitch wants your insight/help to create a tool for this kind of observation and reflection!* |
| Brainstorm indicators for observation protocol (45 min) – Jen   * to establish indicators * **Goal #2** | 1. Prompt teachers: (**need to focus on three goals)** Think back to your many prior experiences with well-designed learning (both in and out of school). What was the most well-designed learning experienced you have encountered? What features of the design—not the teacher’s style or your interests—made the learning so engaging and effective? (3 min. think/write) 2. Table share of **features** via discussion, consider if three PD goals are included, post on wiki) 3. Group listing (each table share 1 new or modify existing until all have been listed). Jen add to main protocol page. |
| Review list (10 min) – Jen   * to verify and ensure clarity * **Goal #2** | 1. Prompt: Is this list a thorough and accurate set of indicators of good (effective & engaging) instruction toward which we should all strive? Are these the indicators you feel good about using to reflect on your own professional practice? Are these the indictors that others should use to provide feedback regarding your professional practice? 2. Provide individuals an opportunity to add to/modify/clarify. 3. Can you live with these indicators as a framework for self-reflection and external feedback toward PD goals? (fist to five?) |
| Explain next steps (<5 min) - Jen   * To clarify process * **Goal #2** | * Jen/Mitch (possibly others) will refine indicators (wording, parallelism, etc.), group common, etc. and share back w/everyone * Indicators may be adjusted by group as necessary to reflect common language of instruction * Will be shared at/before October session * Will be used throughout year to guide self-reflection & external feedback |
| Clarify Goal #3 (<5 min) - Jen   * to clarify plan * **Goal #3** | Review Goal 3: Set individual goals based on the protocol.   * year-long PD goals in mind * select 1-2 indicators as your focus for this year * opportunities through small-group lit study/discussion to augment planned PD sessions * your focus for self-reflection (video & “everyday”) and external feedback * will also help prioritize indicators for entire staff |
| Set Personal Goal(s) (<10 min) – Jen   * establish personal focus * **Goal #3** | 1. Prompt: Identify 1 or 2 indicators for your personal focus of the year. Consider strengths as well as weaker areas. 2. Record, note card before leaving or email to Mitch by end of week? |
| Preview October session (<5 min) – Jen, Mitch | Next topic:   * Active Participation Strategies (share, augment cohort work) * Small group study based on personal goals * Prior to next session, Mitch and I will…   + Refine protocol indicators and prepare working doc   + Study personal goals & group for lit study * Prior to next session, teachers will…   + Email Mitch personal goals   + Record lesson segment and save on computer (Mitch can help when you’re ready—don’t make a show!)   + Plan to have craft record sheet from cohort at October session |
| Exit Ticket: (5 min) – Jen   * To establish criteria for future PD session effectiveness | Note card side 1:   * Good, bad, ugly about today’s session   Side 2   * Do’s & Don’ts for Jen (best/worst of PD) ☺ |
| Post-meeting next steps for Jen & Mitch | Potential Next Steps:   * Reorganize indicators using Marzano categories of lesson segments: * involving routine events * addressing content * enacted on the spot * establish scoring rubric (consider Marzano, handout p.34) |